

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	Executive Assistant
Position #:	051-220-1728-001
Salary Range:	\$3288-\$3996
Issue Date:	October 7, 2008
Contact:	Marcy Maeda-Imai (916) 322-8106
Location:	Personnel/Payroll Services Division 300 Capitol Mall, 10 th floor Sacramento, Ca 95814
Final Filing	(Statewide)
Date:	Until Filled

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Personnel/Payroll Services Division
ATTN: Marcy Maeda-Imai
300 Capitol Mall, 10th floor
Sacramento, CA 95814

Scope of the Position: Under the direction of the Division Chief, CEA, the Executive Assistant performs a variety of administrative duties relating to the program needs of the division and provides staff assistance on sensitive department or division issues, provides administrative and secretarial support to the Division Chief. Furthermore, incumbent will be required to perform office management tasks requiring a high degree of initiative, independence and analytical skill. Duties include, but are not limited to the following:

Specific duties include but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Researches confidential and sensitive departmental or program related issues; carries out assignments to completion and/or contacts appropriate personnel to complete the assignment; researches organizational and operational problems and reports findings and recommendations to the management; collects and disseminates important departmental information through written communication and electronic mail; assists in the development of office workload and staffing requirements; provides administrative and secretarial support as required.
- Develops and utilizes PC applications to produce financial, personnel and statistical reports, spreadsheets and other informational reports required by the Division Chief and Bureau Chief's; accesses, inputs and revises information stored in databases; software applications include Microsoft Word, Excel, PowerPoint, Access and Outlook.
- Reviews all incoming correspondence and initiates appropriate action; independently performs research and prepares responses to non-technical inquiries; drafts correspondence for Division Chief and Bureau Chief's on a variety of issues, including state policies and procedures, programs, staff support functions and other related issues; prepares correspondence using independent judgment and proper assessment of issue resolution; signs correspondence on behalf of the Division Chief and Bureau Chief's when necessary;
- Maintains the working schedule and calendar for the Division Chief; responds to or redirects telephone or written inquiries from high level state contacts including the State Controller, Chief Operating Officer, Chief Counsel and other high level agency staff members.

Desirable Qualifications:

- Ability to work with confidential and sensitive department or division issues;
- Demonstrate a high degree of initiative, independence and analytical ability;
- Strong organizational and communication skills;
- Ability to complete work assignments efficiently, accurately and in a timely Manner; and
- Familiarity with Windows XP Professional operating system and Microsoft OfficeSuite Applications, including Word, Excel, PowerPoint, Access and Outlook.